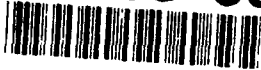




Department of Defense

AD-A269 367

DIRECTIVE



October 22, 1985
NUMBER 1015.8

ASD(FM&P)

SUBJECT: DoD Civilian Employee Morale, Welfare, and Recreation (MWR)
Activities and Supporting Nonappropriated Fund Instrumentalities
(NAFIs)

- References:
- (a) DoD Directive 1015.1, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981
 - (b) DoD Instruction 1015.2, "Operational Policies for Morale, Welfare, and Recreation Activities," May 17, 1985
 - (c) DoD 1015.8-R, "DoD Civilian Employee Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFIs)," November 1985
 - (d) DoD 5025.1-M, "DoD Directives System Procedures," April 1981, authorized by DoD Directive 5025.1, October 16, 1980
 - (e) through (l), see enclosure 1

A. PURPOSE

This Directive prescribes general policies and assigns responsibilities for the operation of DoD civilian employee morale, welfare, and recreation (MWR) activities and supporting nonappropriated fund instrumentalities (NAFIs), authorized by references (a) and (b). It authorizes the development, publication, and maintenance of reference (c) consistent with reference (d).

B. APPLICABILITY AND SCOPE

This Directive:

1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, hereafter referred to collectively as "DoD Components," and the Defense Agencies. DoD civilian employees include those persons employed by a DoD Component or Defense Agency and compensated directly from either appropriated or nonappropriated funds.
2. Is limited to DoD installations, locations, and activities within the United States and its possessions and Panama. It may be extended to non-U.S. areas but only when specifically authorized by the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)).
3. Applies the exclusions of reference (a).

C. DEFINITIONS

The terms used in this Directive are contained in DoD Directive 1015.1, DoD Directive 1015.6, DoD Instruction 7000.12, DoD Directive 1330.9 (references (a), (e), (f), and (g)) and enclosure 2 to reference (c).

Approved for public release

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D. GENERAL POLICY

1. Adequate programs, activities, and facilities of a food service or recreational nature, conveniently available to DoD civilian employees, are positive morale factors. Many of these may be available in surrounding civilian communities where employees live. Others may be located on a DoD installation near employee work sites, particularly where concentrations of employees can ensure sufficient patronage and financial viability.

2. Onbase food and recreational services for civilian employees enhance morale and promote the general welfare of the work force. On this basis, these services have been included within the DoD morale, welfare, and recreation program structure. Civilian employee MWR programs are counterparts to, but separate from, military personnel MWR programs. Authorized patronage is listed in chapter 2, DoD 1015.8-R (reference (c)).

3. MWR activities for DoD civilian employees shall be established and maintained in accordance with the provisions of DoD Instruction 1015.2 (reference (b)). The MWR program interests of civilian employees and the need for the establishment or continuance of supporting civilian employee NAFIs shall be recognized at least triennially during the inventory, prioritization, and patron interest surveys required by reference (b). If the survey results in a decision to establish, continue, or expand civilian employee MWR activities and supporting NAFIs, the guidance contained herein and in reference (c) shall apply.

4. Funding support shall be in accordance with DoD Directive 1015.6 (reference (e)). Personnel support shall be in accordance with reference (e) and DoD Instruction 1015.4 (reference (h)).

5. Financial management policies and information requirements shall be in accordance with DoD Instruction 7000.12 (reference (f)). Narrative analyses and comments that accompany the annual MWR/NAFI consolidated summary reports to the ASD(FM&P) shall be prepared by the departmental office designated as responsible for the management and oversight of the civilian employee MWR and NAFI programs. Civilian employee NAFIs are subject to the audit requirements of DoD Instruction 7600.6 (reference (i)).

6. The resale of prepared food and beverages by civilian employee Category II, "Other Resale and Revenue-Sharing NAFIs," through either manual or vending machine methods for on premises consumption is exempt from DoD Instruction 1330.18 (reference (j)). The resale of all other items of merchandise and types of services in the continental United States (CONUS) shall be strictly controlled by departmental civilian NAFI regulations. The items approved for resale shall be those of a daily personal use and necessity nature that may be required by the employee during the workday. Only items of this nature, as listed in DoD Directive 1330.9 (reference (g)) for resale within the CONUS, may be sold. Items to be sold shall be justified by the installation and approved by the departmental staff element responsible for civilian Category II NAFI administration.

7. Resale activities and financial operations may be impacted by the vending facility program for the blind, as authorized in DoD Directive 1125.3 (reference (k)).

8. The selling and/or dispensing of alcoholic beverages by a civilian NAFI requires the approval of the ASD(FM&P) on an individual request basis. DoD 1015.3-R (reference (1)) establishes controls and procedures governing the sale of alcoholic beverages. Certain of its nonpackage store provisions, when applicable to civilian NAFls, include the following:

a. Definition. Alcoholic beverages include wines, malt beverages, and distilled spirits.

b. Identification. Individual purchasers shall be positively identified as authorized patrons, including age restrictions.

c. Consumption controls. The continuing review of purchases in sales outlets to detect excesses shall be maintained.

d. Taxes. Applicable dealer taxes shall be paid.

E. OPERATIONAL POLICIES AND PROCEDURES

Operational policies, procedures, and other guidance are prescribed in DoD 1015.8-R (reference (c)).

F. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) shall:

a. Establish policies and procedural guidance in carrying out this Directive; monitor and ensure compliance.

b. Develop, publish, and maintain reference (c) consistent with DoD 5025.1-M (reference (d)).

2. Heads of DoD Components shall:

a. Comply with and implement this Directive and reference (c).

b. Be authorized to enter into agreements with the Secretaries of other Military Departments for establishment of joint civilian employee NAFls in accordance with DoD Instruction 1015.2 (reference (b)) and with the Directors of the Defense Agencies for administration of civilian employee MWR activities and NAFls under the regulations of the Military Department concerned. Existing civilian NAFls and MWR activities do not require development of new agreements. However, such agreements may require amendment to incorporate provisions of this Directive. References hereafter to "departmental-level civilian NAFls" are applicable to either unilateral or joint civilian NAFls.

c. Act as executive agent for joint departmental-level civilian NAFls for the purpose of transmitting reports and other appropriate administrative matters to the OSD.

d. Establish and appoint a governing body, termed a Board of Directors, composed of DoD civilian employees that shall:

(1) Ensure implementation of MWR program priority and other guidance contained herein and,

(2) Establish and administer a departmental-level civilian NAFI as the Central Successor NAFI for civilian NAFI support within the Military Department. For joint civilian NAFIs, a Successor Civilian NAFI within each participating department shall be designated in the joint agreement.

3. Directors of Defense Agencies shall:

a. Be authorized to enter into agreements with the Secretary of the Military Department concerned for the administration of civilian employee MWR activities and NAFIs.

b. Comply with applicable regulations and appropriate administrative matters of the Military Department.

c. Prepare and transmit all required reports.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 180 days.

William H. Taft, IV

William H. Taft, IV
Deputy Secretary of Defense

Enclosure - 1
References

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REFERENCES, continued

- (e) DoD Directive 1015.6, "Funding of Morale, Welfare, and Recreation Programs," August 3, 1984
- (f) DoD Instruction 7000.12, "Financial Management of Morale, Welfare, and Recreational Activities," September 4, 1980
- (g) DoD Directive 1330.9, "Armed Services Exchange Regulations," May 12, 1982
- (h) DoD Instruction 1015.4, "Assignment of Appropriated-Funded Personnel to Morale, Welfare, and Recreation Activities," April 26, 1983
- (i) DoD Instruction 7600.6, "Audit of Nonappropriated Funds and Related Activities," January 4, 1974
- (j) DoD Instruction 1330.18, "Resale Activities Conducted With the Use of Nonappropriated Funds, Other than by Military Exchanges," August 28, 1974
- (k) DoD Directive 1125.3, "Vending Facility Program for the Blind on Federal Property," April 7, 1978
- (l) DoD 1015.3-R, "Armed Services Military Club and Package Store Regulations," May 31, 1982, authorized by DoD Directive 1015.3, May 14, 1982